

TITLE: Personnel Analyst

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DEPARTMENT: Human ResourcesREPORTS TO: Human Resources DirectorSUPERVISES: NoneDEFINITION:

Provides advice and information to employees, supervisors and managers on human resources management policies and practices.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides liaison and support to all City departments and agencies regarding human resources practices, policies and issues.

Meets with City staff to assess general and specific recruitment needs; discusses characteristics and/or circumstances surrounding recruitment requests; identifies and develops recruitment and selection process components; writes and edits job announcement brochures, advertising copy, supplemental questionnaires and other selection devices and processes; organizes and administers a variety of selection devices.

Administers the employee benefit program; assists employees in resolving problems with insurance claims; processes new employee enrollment forms; answers questions regarding benefit coverage and procedures; develops and conducts request for proposals process for consultants; develops and monitors contracts with consultants and insurance companies.

Conducts job analyses and audits; determines appropriate job classifications; writes class specifications; conducts salary surveys to determine appropriate compensation; responds to surveys from other employers.

Administers and maintains employee performance evaluation system; reviews evaluations for completeness and consistency; provides assistance to departmental managers and supervisors regarding discipline, grievances, poor employee performance.

Interprets and provides advice regarding personnel rules, regulations and policies; researches and assesses impacts of new laws and/or court rulings with regard to personnel policies and practices; answers questions from employees, supervisors, and managers regarding a wide variety of human resources or personnel policies, practices and procedures..

Conducts studies on subjects related to human resources; conducts research, analyzes findings and prepares reports based on findings; assists in the collective bargaining process, as needed.

Determines training needs; evaluates, develops and coordinates training programs for City Departments and Employees. Coordinates work of outside training consultants.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. May be exposed to varying weather conditions, equipment or noise when conducting tests or auditing jobs. May be required to lift equipment and supplies ranging in weight from 10-40 lbs.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of modern personnel administration in the public sector.
- Federal, state and local laws, rules, regulations and court ruling affecting public sector personnel administration.
- Governmental functions and activities, especially local government.
- Analytical procedures and techniques.
- Computer applications and uses for personnel administration activities.
- Training & development principles & practices, & techniques.

Ability to:

- Think conceptually, analyze data and draw conclusions.
- Apply rules, regulations and policies to particular personnel situations.
- Write clear and concise reports, memoranda and other correspondence.
- Use computers and software applications for personnel purposes.
- Establish and maintain effective working relationships with other employees, supervisors and managers, and representatives of labor unions and other governmental and community agencies.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree with major coursework in public business administration or related field, and two years of professional experience in public sector personnel or related work.

Licenses, Certificates, and Other Requirements:

None